

WHITMAN MISSION NATIONAL HISTORIC SITE

MUSEUM COLLECTIONS AND ARCHIVES

ACCESS POLICIES AND PROCEDURES

Recommended by:

Roger Trick, Chief, Interpretation & Resource Management

date

Approved by:

Francis T. Darby, Superintendent
Whitman Mission National Historic Site

date

WHITMAN MISSION NATIONAL HISTORIC SITE
ARCHIVES AND MUSEUM COLLECTIONS ACCESS
POLICIES AND PROCEDURES

It is the policy of the National Park Service that park-specific cultural and natural collections shall be available for educational and scholarly purposes. The Service is also charged to manage these for optimum preservation. In order to minimize the potential impact on the archives and museum collections, and to assure basic security and preservation conditions, it is necessary to document, restrict and monitor access to them. These guidelines are followed at Whitman Mission National Historic Site in order to more effectively provide supervised management of these park specific resources.

Levels of Access to the Archives and Museum Collections

Providing differing levels of access to collections is a standard curatorial philosophy underlying the policies most major museums currently have in place. Based upon the information provided on the Research Application (Appendix A), individuals will be provided access to differing types of collections information or material, depending upon their needs and the amount of staff time available.

**ALL SERIOUS RESEARCH - REGARDLESS OF EDUCATIONAL LEVEL –
IS ENCOURAGED.**

Scope of Collection

The Archives and Museum Collection supports the primary themes of Whitman Mission National Historic Site, which include:

- Marcus and Narcissa Whitman and their work as missionaries
- The Oregon Trail and its influence on the Whitmans and their mission
- The Cayuse people and the effect of European and American activity upon them
- The expansion of the United States into the Pacific Northwest
- Natural resource management of the park and surrounding area

The Archives collection contains park resource management records, administrative history records, and approximately 1000 slides and 5000 photographic prints and negatives. The library collection consists of approximately 2000 bibliographic items including books, periodicals and National Park Service standard reference material.

Conditions for Access

- 1.The **Research Application** (Appendix A) must be completed, and will be used as a basis for determining the level of access necessary, and to maintain a record of use for statistical purposes.
- 2.Level of access will be determined by the Superintendent and/or the Chief, Interpretation & Resource Management. Prior to allowing direct access to the archives and collections, alternatives such as access to exhibits, publications, photographs and catalogue data will be considered.
- 3.Access will be made with the assistance of the curatorial staff, during the regular staff working hours. A fee to cover the cost of staff overtime may be required for access outside of the normal working hours.
- 4.Individuals provided access to archives and collections in non-public areas are required to sign in and out using the **Visitor Log** (Appendix B).
- 5.Availability and Access of the archives collections by the public and park staff will be by appointment with the Chief , Interpretation & Resource Management. Users will fill out the **Research Application** and be supervised while in the Artifact Room. All requests received by staff members for material contained in the artifact room will be forwarded to the Chief, Interpretation & Resource Management for processing.
6. All research must be done on-site. Approval of all research requests will be based on availability for curatorial staff to assist researchers.
- 7.The **Guidelines For The Use of Collections and Archives** (Appendix C) will be followed by all individuals with access to the collections.
- 8.While no "User Fee" will be required for access to the archives or museum collections, the Superintendent and Curatorial Staff will determine what services may be reasonably offered, and what charges may be required for such services as staff overtime, photography of specimens or reproduction of documents.
- 9.All photography of specimens and duplication of documents will take place on-site per the **Guidelines for Photography of Museum Collections and Duplication of Historic Documents** (Appendix D).
- 10.A limited amount of space is available for researcher use of archives and museum collections. Researchers are required to check in all collections and remove all personal possessions each evening.

11. Whitman Mission National Historic Site reserves the right to request copies of notes made by researchers, and requires copies of research papers or publications resulting in whole or part from use of the collections.
12. There may be legal considerations (such as the Native American Graves Protection and Repatriation Act) which allow, or limit, access to part of the archives and museum collections.
13. The **Guidelines for Commercial Filming** (Appendix E) will be followed whenever museum collections (including historic furnishings) are involved in a commercial filming enterprise on-site.

Access Policy Administration

This statement of policies and procedures is public information, and is available upon request to:

Superintendent
Whitman Mission National Historic Site
328 Whitman Mission Road
Walla Walla, Washington 99362 509/522-6360

Implementation of these policies and procedures has been delegated to the Chief, Interpretation & Resource Management. However, the Superintendent has the final authority to grant access to the archives and museum collections.

The evaluation of requests should consider the motives of the researcher; the projected length of the project; the demands upon the available space, staff and collections; and the possible benefits of the research project. Access may be denied if thought not to be in the best interests of the resources, the park, or the National Park Service. It is expected that the Superintendent will make these decisions in consultation with the Chief, Interpretation & Resource Management.

With increased attention and use, the archives and collections will require increased monitoring to provide security, to detect developing preservation problems and facilitate prompt treatment. Regular inventory of the most used portions of the archives and museum collections to ascertain object location and condition will be required.

(Appendix A)

**WHITMAN MISSION NATIONAL HISTORIC SITE
RESEARCH APPLICATION
MUSEUM COLLECTIONS AND HISTORIC DOCUMENTS**

Name: _____ Tel#: _____

Institution/Organization: _____

Address: _____

Date you wish to visit: _____

(An alternate date might be necessary due to staffing limitations)

Have you previously conducted research in the parks museum collection before ? _____

Research Topic and materials you wish to see: _____

Indicate whether or not you wish to do the following:

Consult catalog cards: _____ Consult archeological records: _____

View objects in storage: _____ Study objects in storage: _____

Draw objects: _____ Consult historic documents: _____

Other: _____

Purpose of your research:

Book: _____ Article: _____ Lecture/conference paper: _____

Term paper: _____ Thesis: _____ Dissertation: _____

Exhibit: _____ Project: _____

Identification or comparison with other material: _____

Other commercial use or distribution: _____

Others: _____

I have read the Museum Collection Access and Use/Research Policies and Procedures and agree to abide by it and all rules and regulations of Whitman Mission National Historic Site. I agree to exercise all due care in handling any object in the museum collection and assume full responsibility for any damage, accidental or otherwise, which I might inflict upon any museum property. Violation of National Park Service rules and regulations may forfeit research privileges.

Signature: _____ Date: _____

Please Return To:

Superintendent
Whitman Mission National Historic Site
328 Whitman Mission Road
Walla Walla, Washington 99362
509/522-6360

(see reverse)

(Appendix A)

OFFICIAL USE ONLY

Identification (check one):

Institutional ID:____ Drivers license #:_____

Research Topic:_____

Location of research (check one):

Archival Storage:_____ Artifact Storage: _____ Library:_____

Exhibit Area: _____ Others: _____

MUSEUM OBJECTS REVIEWED BY RESEARCHER:

<u>Park Accession #</u>	<u>Park Catalog #</u>	<u>Description</u>	<u>Location</u>

Approved By:_____ Date:_____

Title: _____

"This document serves as official notice to the recipient that the items being repatriated, lent or handled may have been treated with potentially toxic substances for purposes such as conservation and preservation. Treatment may have occurred either while the item was in the collections of the U.S. Department of the Interior or prior to acquisition by the Department. Handling any of the items without proper safeguards and precautions may cause the user to come into contact with these substances. Upon request, the Department will make information available on safe handling of treated items. The Department does not warrant that the use of these procedures will eliminate all risks."

By signing this visitor log I acknowledge that I have read and agreed to the conditions listed above.

DATE MM/DD	TIME IN TIME OUT	NAME (PRINT) (SIGNATURE)	ORGANIZATION NAME, ADDRESS, TELEPHONE #	REASON FOR ENTERING ROOM

(Appendix C)

WHITMAN MISSION NATIONAL HISTORIC SITE

GUIDELINES FOR THE USE OF COLLECTIONS AND ARCHIVES

The following guidelines are followed at Whitman Mission National Historic Site regarding use of the park's museum collections, archives, and library.

It is the policy of the National Park Service that its museum collections and archival resources be available for educational and scholarly purposes. However, the Service is also charged with managing these resources for optimum preservation. To minimize impact on these collections it is necessary to regulate access to the materials.

Copies of the **RESEARCH APPLICATION** and the full text of the **ARCHIVES AND MUSEUM COLLECTIONS ACCESS POLICIES AND PROCEDURES** are available to the public, upon request from:

Superintendent
Whitman Mission National Historic Site
328 Whitman Mission Road
Walla Walla, Washington 99362
509/522-6360

Availability

The museum collections and archives are open Monday through Friday, 8:00 a.m. to 4:30 p.m. Park staff should contact the Chief, Interpretation & Resource Management for assistance with access. The museum collections, archives and library are "non-lending", and the materials will remain in the building.

For non-staff users a completed **RESEARCH APPLICATION** (Appendix A) is required. The park should be contacted in advance to assure assistance is available upon arrival. Access will not normally be granted on weekends.

All materials must stay within the study areas provided within the collection management facility. The size and location of these areas may vary according to the time of year, requests from other researchers, and staff available. The researcher may bring only those materials needed for research into the assigned study area. Smoking is not allowed in the building. Food and drink are not allowed in the Artifact Room.

Availability and access of the archives collections by the public will be by appointment

with the Chief , Interpretation & Resource Management. Users will fill out the **Research Application** and be supervised while in the Artifact Room. All requests received by staff members for material contained in the artifact room will be forwarded to the Chief, Interpretation & Resource Management for processing.

Availability and access of the archives collections by the park staff will be only with the assistance of the curatorial staff.

All research must be done on-site. Approval of all research requests will be based on availability for curatorial staff to assist researchers.

Registration

The **Guest Register** (Appendix B), used to record access to museum collections, must be signed when the collections are used by staff or non-staff members. Non-staff researchers are required to complete a **RESEARCH APPLICATION** (Appendix A). These forms will be retained indefinitely for statistical analysis and as a permanent record of collections use. A new application is required for each research project, and must be renewed each calendar year.

As part of the registration process, the researcher will be given a copy of these procedures to review and sign, thereby indicating his/her agreement to abide by them.

Use of Archival Records and Manuscripts

Only lead pencils, not pens or markers, may be used for note taking. Use of scanners, portable photocopy machines, and cameras (including digital cameras) may damage materials and infringe on copyright and must be approved by the Chief, Interpretation & Resource Management. Use of tape recorders, typewriters, and portable computers is subject to security procedures. Use of any equipment must not bother other researchers. Copying is available within reasonable limits at 15 cents per page.

The Artifact room will close if no curatorial staff is available. Researchers may not remove any archival or manuscript materials from the Artifact Room except with direct permission of the Chief, Interpretation & Resource Management. The park reserves the right to limit access to fragile or restricted collections or objects.

The Archives user is responsible for the careful handling of all materials made available. Remove only one folder from a box at a time. Do not remove or alter the arrangement of materials in the folders. Maintaining the exact order of materials in a folder and folders within a box is of singular importance. If a mistake in arrangement is discovered, please bring it to the attention of museum staff. Do not re-arrange material

yourself. White cotton gloves will be worn while handling archival material.

Marks may neither be added nor erased. Materials may not be leaned on, written on, traced, folded, or handled in any way that may damage them.

Duplication

The park will consider requests for limited reproduction of materials when it can be done without injury to the records and when it does not violate donor agreements or copyright restrictions. Depending upon the number of copies requested, there may be a charge for photocopying. Fragile documents will not be photocopied. All photocopying of archival material is to be done by the museum staff.

Whitman Mission National Historic Site will only copy images under NPS ownership or those loaned to the National Park Service for duplication without restriction. Other images can be duplicated once the requester has received written permission from the primary collector. Some images in the collection were obtained from other institutions for in-house use. It is the Park's policy not to reproduce these images, even if not so restricted by the source institution. The staff will provide the requester with the other facility's address and phone number.

While the National Park Service may have physical ownership of a photographic item, it assumes no responsibility for determining the copyright claims others might hold. It remains the user's responsibility to abide by copyright laws before using an image.

Any use of the photo collection material in publications, audio/visual programs or exhibits must use the following credit line: Photo courtesy of National Park Service, Whitman Mission National Historic Site.

Copyrights & Citations

The revised copyright law which took effect in 1978 provides protection for unpublished material for the life of the author plus seventy years. Permission to duplicate does not constitute permission to publish. The researcher accepts full legal responsibility for observing the copyright law, as well as the laws of libel, invasion of privacy, and property rights.

Information obtained from the park museum collections and archives must be properly cited, in both publications and unpublished papers. The citation should read:

"(object name and catalogue #) in the collection of Whitman Mission National

Historic Site, Walla Walla, Washington. Photograph courtesy of the National Park Service."

Restrictions on Use

The use of certain materials may be restricted by statute, by the creator, or by the donor. For the protection of its collections, the park also reserves the right to restrict access to material which is not fully processed, or is exceptionally valuable or fragile, or to information that may be restricted or confidential in nature.

Responding to Off-site Reference Inquiries

It is the responsibility of the permanent park interpretation staff to attempt to answer inquiries received by letter or telephone with the use of library and vertical files and photographs. Clearly, the extent to which this reference service is undertaken will depend upon availability of staff time and the nature of the question. Use of the artifact collection and archives will only be done with the assistance of the curatorial staff. The receipt of written inquiries will be acknowledged by telephone if a full response cannot be provided promptly. The staff must set time limits for answering research questions, so researchers are encouraged to use the collections in person.

A record of all research inquiries will be maintained. Such a record is useful for security, and compiling statistics on research use of the collection. Use of the collections by park staff will be included in these statistics.

Guidelines for Handling Museum Collections

HANDLING MUSEUM COLLECTIONS MAY BE HAZARDOUS.

Archaeological collections contain broken glass and (sometimes rusty) metal items with sharp edges. Historic material may retain chemical or biological contamination. Natural history collections contain chemical preservatives and possible biological contamination. Use caution in handling collections.

Curatorial personnel will retrieve and replace material for anyone using the collections. Direct access to material may be restricted if the object is very fragile.

Please do not remove materials from storage packaging without the permission and assistance of the curatorial staff. The packaging is necessary to prevent damage and deterioration of the specimen, and to protect the researcher from potential injury.

Always handle objects with clean hands. Use white cotton gloves when handling metal, photographs, paper, and leather objects; washed white duck gardener's gloves may be required for heavy objects.

Do **not** use white cotton gloves when handling glass or other objects with slippery surfaces, very heavy objects, or items with friable or brittle surfaces. Nitrile gloves must be used.

Don't pick up anything before you have a place to put it down and your path to this place is clear.

Look over an artifact before lifting it to see how it is stored and to observe any peculiarities of its construction, fragility, etc. If an object is made in separable sections, take it apart before moving it. Do not attempt to carry heavy or awkward objects alone. Never carry more than one object at a time, and be particularly careful with long objects.

Except for small items, always grasp an object with two hands, and grasp the largest part or body of the object.

Slide one hand under fragile items as you lift them.

If an artifact has a weak or damaged area, place or store it with that area visible.

Special Objects

Mounted herbarium specimens should be laid on a flat surface and the folder cover and specimens handled gently taking care not to bend the sheets or touch the actual specimen.

Pinned insect specimens should be handled as little as possible, and then handled by the pin. Avoid bumping and strong drafts when handling these specimens.

Skulls and skeletons should be kept in their jars or containers while examining.

Ceramics and baskets should be supported from the bottom, never lifted by the rim or handles.

Photographs, transparencies and negatives should be handled by the edges, and should remain in protective mylar sleeves whenever possible. White gloves should always be used when handling photographs.

Unrolled textiles should be broadly supported from underneath rather than by holding from the edge.

Reporting Damage

Please report any damage you observe or cause to specimens.

Behavior

Food, beverages, smoking and pets are not allowed in the storage or study areas.

Staff members are responsible for the behavior of any person accompanying them into the collections.

Children under six years of age must be physically controlled by an accompanying adult at all times. Other minors must be under the direct supervision of an accompanying adult at all times.

I have read and understand the above policy.

Name:_____ Date:_____

(Appendix D)

WHITMAN MISSION NATIONAL HISTORIC SITE

GUIDELINES FOR PHOTOGRAPHY OF COLLECTIONS and DUPLICATION OF HISTORIC DOCUMENTS

The purpose of this policy is to document appropriate procedures for providing photographs of Whitman Mission NHS museum collections, and for the duplication of original Whitman Mission NHS historic photographs and documents, in order to minimize the possibility of damage or loss through mishandling or exposure to detrimental environmental conditions.

Duplicate Photographs of Museum Collections

There are many possible uses for photographs of the items in museum collections, the most common being exhibit, publication and research. It is the policy of the National Park Service to encourage the use of Service collections in these legitimate ventures and to make photographs of museum collections available within reasonable limitations.

Photography involves exposing often fragile museum objects to potential damage or loss from handling and exposure to heat and light. The Service is interested in minimizing this potential damage by photographing items as few times as possible. To accomplish this, the park will develop a reference collection of object photographs that will be available for public use. A minimal fee may be required for copies of the photographs.

In order to provide this service, and to build the necessary reference collection, the following procedures will be followed:

Requests for photographs of items in the museum collections will be submitted to the Chief, Interpretation & Resource Management, who will establish any necessary priority for the work. Requests should be made on copies of the attached form.

Items requested which do not have copy negatives will be photographed based on these priorities. A fee to cover the cost of photography and processing may be charged.

Photography will be done at the park, under park control, to preclude the possibility of artifact damage or loss. The resulting photographic negatives will belong to the National Park Service.

Researchers may be allowed to photograph items under the direct supervision of curatorial staff in extenuating circumstances. However, the National Park Service will define the format, provide the film and do the developing. The negatives will be the property of the National Park Service, and will be in the public domain.

Once an object has been photographed, the negative will be maintained at the park to fill any future requests for photographs of that object. A minimal fee charged through the park's Cooperating Association may be required for prints.

Duplication of Historic Photographs and Documents

There are a wide variety of historic photographic processes and document types, but they all are subject to rapid deterioration from exposure to visible light and are very susceptible to damage from handling. Handling is often disastrous to these materials and causes damage such as tears, cracks, abrasions, fingerprints and stains. Handling also subjects historic photographs and documents to frequent fluctuations in temperature and humidity.

To prevent further deterioration, copies will be made of all historic photographs and documents, with the copy replacing the originals as the primary item for research and use. The original material will remain in storage for the most part as primary source material.

Because of increased requests for access to and copies of historic photographs and documents, the following procedures are necessary to establish priorities for the duplication work:

Requests for duplicate historic photographs and documents are submitted to the Chief, Interpretation & Resource Management who will establish any necessary priority for copy work.

Items requested which do not presently have copy negatives will be duplicated based on these priorities. The originals must be accessioned and catalogued into the park collection. A fee to cover the cost of duplication may be requested, depending upon the status of the curatorial budget at the time of the request.

Duplication will be done at the park, or under park control, to preclude possibilities of loss or damage of the originals.

Once the photographs have been duplicated, copy prints, and modern negatives of the originals will be maintained and used for intellectual access and for further

duplication. A reasonable fee may be determined and charged for copy prints as necessary.

The Park will provide the sufficient quality duplication necessary to fulfill all the normal requirements for suitable reproduction. Outside individuals or organizations who request use of the images will be required to use only those copies provided by the park, and will have the obligation to acknowledge NPS credit if the photographs are published or exhibited to the public.

REQUEST FOR PHOTOGRAPHS OF ITEMS FROM THE MUSEUM COLLECTION

Cat. #	Object Name	B&W/Color	Size	Finish
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The undersigned agrees to provide the following credit statement for all publication use:

"(object name and catalogue #) in the collection of Whitman Mission National Historic Site, Walla Walla, Washington. Photograph courtesy of the National Park Service".

Signature:_____ Date:_____

(Appendix E)

WHITMAN MISSION NATIONAL HISTORIC SITE GUIDELINES FOR COMMERCIAL FILMING

The following information is a list of procedures established by the Superintendent and the Chief, Interpretation & Resource Management that must be adhered to when any type of commercial or professional filming, video taping or still photography takes place dealing with museum collection within Whitman Mission National Historic Site.

BEFORE FILMING BEGINS

- All aspects of the on-site filming must be approved by the Superintendent, Maintenance Supervisor and Chief, Interpretation & Resource Management.
- The individual or organization wishing to film at Whitman Mission NHS must have an approved Special Use Permit issued by the Superintendent, Whitman Mission National Historic Site.
- A bond or an insurance binder may be required by the Superintendent before any aspect of the on-site filming can begin.

WHILE FILMING ON-SITE

- The Chief, Interpretation & Resource Management and site staff must be present during all phases of the operation including arrival, setup, filming, take-down and departure.
- All filming will take place before opening hours (8:00 a.m.) and after hours (4:30 p.m. winter/6:00 p.m. summer) unless the filming is about tourism or some other activity taking place at the site. All filming activities will end before 9 p.m. No filming activity will be allowed before 6:30 a.m.
- Fire safety is most important at the site. Smoking and igniting of any flammable substances or materials is not allowed on-site.
- Safety precautions against fire, physical damage, accidents or any other hazards during all facets of the filming must be taken by all filming personnel.
- All vehicles transporting equipment and personnel on the site must be approved prior to their arrival.
- Visitation at the site must not be curtailed or interfered with during any aspect of the

filming operation.

- Visitors must give their permission before they are filmed or interviewed.
- The Chief, Interpretation & Resource Management, or an approved site staff member must approve any props used during the filming.
- No member of the filming staff is allowed to touch, sit on or otherwise handle, move or disrupt any museum artifacts or furnishings at the site.
- The use of flood lights and other high intensity lights is restricted due to the adverse effect to the artifacts caused by heat and over exposure. All light stands must be secured and properly weighted. The size of reflectors and diffusers is also restricted.
- The electrical requirements of the filming equipment must be monitored closely by the Maintenance Supervisor due to the limited power available at the park.
- Cables must be run along walls, covered with mats, placed in channels or otherwise secured so as not to cause a hazard. Tape, tacks, staples and clamps cannot be used to secure cables to floors, baseboards, walls nor any other surfaces at the sites.
- Eating or drinking is not allowed inside the exhibit areas. Prior approval is required for on-site catering.

AFTER FILMING IS COMPLETED

- Each filming location on site must be cleaned-up immediately following the completion of each phase of the filming. And, all furnishings and artifacts must be returned to their original locations by the Chief, Interpretation & Resource Management and staff.
- All equipment, wiring and other items foreign to the site must be removed immediately following the completion of the filming.
- The Chief, Interpretation & Resource Management and site staff will perform a complete inventory of all of the artifacts and furnishings before the film permittee departs the site.
- Permittee will alert the Superintendent and Chief, Interpretation & Resource Management of the proposed viewing schedule or air time for the completed film.